



# **Course Outline**

## **Faculty of Management & Social Sciences**

<b>Course Number</b>	<b>MGMT3105</b>
<b>Course Title:</b>	Human Resources Management
<b>Course Instructor:</b>	Kevin Geban, M.Phil
<b>Credits:</b>	3
<b>Section:</b>	1
<b>Semester:</b>	2012-2
<b>Class Meeting Times</b>	<b>M/W 12:30pm – 1:15pm/ MW 5:30 – 6:45pm</b>
<b>Class Venue:</b>	<b>Belize City/FMSS/Room S12</b>
<b>Pre-requisites:</b>	<b>MGMT1014/MGMT3015</b>
<b>Co-requisites</b>	<b>None</b>
<b>Office Location</b>	<b>FMSS Faculty Offices, N12</b>
<b>Office Hours:</b> (Consultation Hours)	M - F – 9:00am - 4:00pm or by appointment
<b>Telephone:</b>	Office: 223-0256 Ext. 135
<b>E-Mail/Web Address:</b>	<a href="mailto:kgeban@ub.edu.bz">kgeban@ub.edu.bz</a> , <a href="http://wikieducator.org/user:kgeban">http://wikieducator.org/user:kgeban</a>
<b>Resources</b>	
<b>Required Text:</b>	<b>Dessler, Gary. 2009. Human Resources Management. Prentice Hall. 10<sup>th</sup> Edition</b>
<b>Other Resources:</b>	<b>Business Week Magazine. Mcgraw Hill Publishing. <a href="http://www.businessweek.com">www.businessweek.com</a></b>

## **COURSE DESCRIPTION**

**COURSE DESCRIPTION:** This course will help the students understand the role of Human Resource Management in achieving organizational goals. This course covers the objectives, functions, and organization of personnel programs. The student will study in detail: the human resource functions of conducting effective job analysis; recruitment; selection, training and development; and performance appraisal. Other functions to be covered include labor relations and collective bargaining and compensation management. Students will acquire and have a sound knowledge of the concepts and responsibilities of the human resource department and how to apply these concepts to make more efficient and effective organizations..

## **COURSE OBJECTIVES:**

Upon successful completion of this course, students will be able to:

1. Explain the importance of job analysis for various organizational functions; and describe techniques of conducting an accurate job analysis
2. Describe the major methods of recruitment and selection and explain important limitations of these methods
3. Explain the importance of socialization, orientation, training and development and describe the most effective and appropriate techniques for specific situations
4. Explain the importance of performance appraisal and describe techniques of designing and conducting accurate and useful performance appraisals
5. Explain the relationship between motivation and compensation and explain how organization, may establish and equitable, efficient and effective compensation system for all of its employees
6. Describe the elements of a good safety and health program
7. Describe the elements of an effective disciplinary procedure
8. Describe the process of conflict management and resolution

## **MODES OF INSTRUCTION**

In this course we will utilize the following methodologies: Lecture and discussion, large group discussion; slide show and video presentations and guest speakers

## **CLASS SCHEDULE**

<b>Date</b>	<b>Course Content</b>	<b>Methods, &amp; Activities</b>	<b>Readings Assignments and Due Dates</b>
Wk1 14/1	Course Overview/The Role of Human Resource Management and Strategy	PowerPoint Lecture and Discussion	Chapter 1
Wk2 22/1	Conducting Effective Job Analysis	PowerPoint Lecture and Discussion	Chapter 3
Wk3 29/1	Human Resource Planning	PowerPoint Lecture and Discussion	Chapter 4

<b>Date</b>	<b>Course Content</b>	<b>Methods, &amp; Activities</b>	<b>Readings Assignments and Due Dates</b>
Wk4 5/2	Recruitment	PowerPoint Lecture and Discussion and guest lecturer	Chapter 4
Wk5 12/2	The Selection Process	PowerPoint Lecture and Discussion	Chapter 5/6 Test#1,
Wk6 19/2	Training and Development	PowerPoint Lecture and Discussion	Chapter 7/Case following Chapter 7 due last Sunday in this month
Wk7 26/2	Training and Development	PowerPoint Lecture and Discussion and possible video presentation	Chapter 7
Wk8 4/3	Organizational Change and Development	PowerPoint Lecture and Discussion and video presentation	Chapter 8
Wk9 11/3	Performance Appraisal	PowerPoint Lecture and Discussion	Chapter 9
Wk10 18/3	Performance Appraisal	PowerPoint Lecture and Discussion	Chapter 9
25/3 – 1/4		Easter Break	
Wk11 8/4	Compensation Management	PowerPoint Lecture and Discussion	Chapter 11 Test #2
Wk12 15/4	Compensation Management: Financial	PowerPoint Lecture and Discussion	Chapter 12/Case following Chapter 12 due last Sunday in this month
Wk13 22/4	Compensation Management: Non- Financial	PowerPoint Lecture and Discussion	Chapter 13
Wk14 29/4	Labour Relations and Collective Bargaining	PowerPoint Lecture and Discussion and possible guest speaker	Chapter 14
Wk15 6/5-13/5		EXAM WEEK	

## **METHODS OF ASSESSMENT**

Methods of assessment may include tests, quizzes, magazine reports, and case analysis

## **COURSE POLICIES AND REGULATIONS**

### **ACADEMIC HONESTY POLICY**

The administration of student discipline in the university community is a responsibility shared by students, faculty, and administrative staff. The University of Belize Academic Honesty Policy outlines the University's expectations for the integrity of student's academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty throughout the process. All students are expected to conform to the Academic Honesty Policy. Lecturers are expected to consult with academic department chairpersons to prevent and respond to violations of the Academic Honesty Policy. Students wishing to dispute a charge of academic dishonesty or a sanction made upon them because of such allegations can do so by appealing to the Dean of Student Affairs to invoke the Discipline Appeals Process as detailed in the Student Handbook. (Please visit [www.ub.edu.bz](http://www.ub.edu.bz) for a full description of violations to the Academic Honesty Policy and sanctions.)

### **STUDENT EVALUATION OF INSTRUCTION: ONLINE MECHANISM**

Students are advised that they are free to submit comments *on line* in respect to any course they are registered in during the semester (as opposed to waiting for the end of the semester). Students are assured that since there is no need to log in to access the facility available on the UB web page [www.ub.edu.bz](http://www.ub.edu.bz) their comments will be anonymous. The comment(s) will go to the Quality Assurance Office that in turn will forward the comments to the relevant Dean for timely action.

## **CLASS POLICIES**

1. **CLASS ATTENDANCE:** Students are expected to attend all sessions, and to be on time. Students must attend at least 80% of class sessions. Unexcused absences beyond this point may result in a reduction in your grade. You must provide the necessary documentation for any other absences e.g. doctors certificate if you are ill. You are expected to participate fully in class discussions and come to class prepared to contribute to class discussions and group work. Because participation in class is imperative for success, each student's final grade will be positively or negatively affected based upon the number of class sessions they attend. Absent students are responsible for obtaining class notes, handouts, and activities, as well as any other pertinent information. Points lost due to absences can be made up only through extra credit opportunities provided by the instructor.
2. **PUNCTUALITY:** Kindly make every effort to arrive on time to all sessions. Walking into a session late is unprofessional and distracting to the rest your colleagues. If you will be late for any session, please inform the instructor via an e-mail, telephone call, or text message.
3. **PROFESSIONALISM AND ETHICS:** In your fieldwork and/or class activities, you are expected to conduct yourself in an ethical, legal, and professional manner.
4. **READINGS:** Readings will be assigned. You will be expected to attend the class session prepared to discuss the readings from the required text and/or any additional readings assigned. The aim is to enhance your understanding and skills related to these materials and to enable you to share your understanding with class members.
5. **WRITINGS:** The ability to write clearly and effectively is essential to a profession. Written assignments represent your best professional abilities and excellence. Assignments must be written in Standard English. Written assignments should be typed and carefully proofread. Pages that are disorganized and contain errors in grammar, spelling, syntax, or typing will

receive reduced grades. All written work should adhere to the APA /MLA style as directed by the instructor.

6. **CELL PHONES:** As courtesy to your classmates and instructor, please have cell phones turned off throughout class time. If an urgent matter arises that requires you to have your cell phone on (on vibrate), please inform the instructor before the session.
7. **MISSED OR LATE ASSIGNMENTS:** Students are expected to do all class assignments, and turn them in on time. If prior approval for late assignment is not granted by the instructor, points will be deducted from that assignment or the assignment will not be accepted. Assigned readings must be completed prior to the class for which they are intended.
8. **TECHNOLOGY:** Students are required to utilize word processing programs to complete all assignments. Internet and electronic mail systems will be used as needed to develop strategies, facilitate class discussion, and enhance communication between professor and students.

### **GRADING SCALE**

The final grade will be assigned in adherence with the University of Belize's Grade Policy. Thus, final grades will be computed using a combination of semester grades (including home work assignments), essays, tests and quizzes, portfolios etc, and a final examination. The final letter grade will be assigned using the following University Grading Scale:

95-100	A	80-84	B	65-69	D+
90-94	A-	75-79	C+	60-64	D
85-89	B+	70-74	C	0-59	F

### **CLASS ACTIVITIES AND ASSIGNMENTS**

#### **ASSESSMENT:**

Assignment 1	25
Assignment 2	25
Quizzes (2 out of 3)	50
Test 1	100
Test 2	100
Final Exam	200

<b><u>TOTAL POINTS</u></b>	<b><u>500</u></b>
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## ASSIGNMENTS

### 1. Assignment 1: Case Analysis #1 – Due Date: Week 6, Sunday Feb. 17, midnight

Read the case following Chapter 6 in your text. Answer all questions fully.

#### GRADING CRITERIA

Case Analysis #1

Worth 25 points

Question #1	8 points
Question #2	8 points
Question #3	9 points
<b>MAXIMUM POINTS</b>	<b>25 points</b>

### 2. Assignment 2: Case Assignment #2 – Due Date: Week 12, Sunday April 7, midnight

Read the case following Chapter 12 in your text. Answer all questions fully.

#### GRADING CRITERIA:

Case Analysis #2

Worth 25 points

Question #1	8 points
Question #2	8 points
Question #3	9 points
<b>MAXIMUM POINTS</b>	<b>25 points</b>

## References

#### On-Line Sources:

Harvard Business Review, [www.hbr.org](http://www.hbr.org)

Business Week, [www.businessweek.com](http://www.businessweek.com)

Society for Human Resources, [www.shrm.org](http://www.shrm.org)